

U. S. BANKRUPTCY COURT  
EASTERN DISTRICT OF MICHIGAN

# Employment Opportunity

## Divisional Supervisor (Flint, MI)

### Classification Level 29

**Announcement Number 07-03**

**Closing Date: June 15, 2007**

**Location: Flint, Michigan**

**Starting Salary: \$65,090**

Maximum for this level (CL29) is \$105,778



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The divisional supervisor is responsible for technically and administratively managing the work of the operations support staff in the Clerk's Office. Duties include: planning work strategies; overseeing work completion; assessing, implementing and reporting office activities; conducting performance appraisals; maintaining leave records; and resolving team conflicts. In addition, the incumbent is responsible for managing the office's financial procedures. The divisional supervisor reports to the district divisional manager.

To qualify for this position, the applicant must have at least three years of progressively responsible, clerical experience involving the routine use of specialized terminology and ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, banking/credit firms, educational institutions, insurance companies, real estate/title offices and corporate headquarters or personnel/payroll operations. In addition, the specialized experience must have included: administrative, technical, professional, supervisory or managerial experience that required skill in handling work relationships; required the ability to exercise mature judgment; and required a thorough knowledge and understanding of the basic principles and theories of management such as those applicable to the judiciary, including at least one year equivalent to the level of work classified at CL28 under the Court Personnel System. Applicants must also have the ability to communicate effectively both orally and in writing with judicial officers, management staff, and line staff. Previous experience in a legal environment is preferred.

To apply for this opportunity, please send or e-mail a cover letter, detailed resume with salary history, and two professional references on or before the closing date to **Human Resources** (address listed to the left). E-Mail documents should be sent in Word, Word Perfect, or PDF format. Only those applicants selected for interview will be contacted.

**The selected candidate will be subject to a background check as a condition of employment**

**An Equal Opportunity / EDR Employer**

*All appointments subject to mandatory electronic funds transfer*